

APPENDIX VII

W-2 ACTIVITY CODES

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The following Work Program Activity Codes are valid for W-2. See Chapter 6 for more information on W-2 activity codes. A complete listing of activity codes for all programs is located in the CARES Guide, Section 2, Appendix 01.

CODE	DESCRIPTION
AA	AODA Assessment: Report this activity when participants are involved in an Alcohol and Other Drug Abuse (AODA) assessment by a qualified AODA provider. Do not use this component in actual status for longer than 6 weeks.
AD	Disability and Learning Assessment: Report this activity when participants are involved in a formal assessment by DVR or other qualified assessing agency. This assessment will identify the appropriate level of work needed accommodations and learning capacity of the participant.
AL	Physician's Assessment: Report this activity when participants are involved in a physician's assessment to determine the participant's abilities and limitations due to medical conditions.
AO	Occupational Assessment: Report this activity when the participant is engaged in a formal assessment related to employment. The assessment may include aptitude, skills, and interest testing and interpretation.
AM	Mental Health Assessment: Report this activity when participants are involved in a mental health assessment by a qualified mental health provider. This component should not be in actual status for longer than six weeks.
AV	Domestic Violence Assessment and Supportive Services: Report this activity for participants who are receiving services for domestic violence. This includes assessment, and supportive services, such as counseling, temporary shelter, legal assistance, etc.
BE	Adult Basic Education (ABE): Instruction designed to focus on the areas of reading, mathematics, communication skills, social studies, physical sciences, health, and career education. ABE consists of 3 levels: Level 1, or Beginning ABE: Instruction designed for adults whose academic functioning level is comparable to grades 0 – 5.9. Level 2, or Intermediate ABE: Instruction designed for adults whose academic functioning level is comparable to grades 6.0 – 8.9. Level 3, or Adult Secondary Education (ASE): Instruction, which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0 – 12.9).
CA	AODA Counseling: Report this activity when the participant attends AODA counseling prescribed by an AODA related health care professional.

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CD	Caring for Disabled Child: Report this W-2 activity for the hours of care provided by a participant for a minor disabled child. Additionally, a medical provider must document the need for a parent to be the sole provider of care.
CE	Employment Counseling: Report this activity when the participant engages in employment counseling, beyond regular appointments with his/her Case Manager.
CF	Caring for Other Family Member: Report this W-2 activity when the hours of care provided by a participant are for an incapacitated W-2 group member other than a child or care of a foster child.
CL	Learnfare Counseling: Report this activity when the Learnfare participant is engaged in counseling to address one or more barriers to school attendance or problems identified by the participant which are not addressed by any other counseling participation. These meetings should be used by staff to assist participants in gaining a better understanding of themselves in relation to school or family, or to make other personal adjustments to succeed in reaching educational goals.
CM	Mental Health Counseling: Report this activity when the participant engages in mental health counseling that has been prescribed by a mental health professional.
CR	<p>Career Advancement Services: Report this activity for the planning activity involved in exploring and pursuing career advancement opportunities. An actual career advancement plan may be developed, describing the steps and actions required to meet career advancement goals. Other acceptable activities include assisting the participant in accessing career advancement services, such as undergoing further occupational assessment and/or enrolling in appropriate education/training programs, or accessing career advancement opportunities offered through the employer, like career ladders program.</p> <p>The length of the CR component should reflect the time spent developing the career plan and doing career exploration. Activities undertaken by the individual, such as education or training, should be reported separately.</p> <p>This activity is targeted for W-2 cases receiving case management services only.</p>
DR	Drivers Education: Report this activity when a participant is enrolled in a course of study which includes both classroom and behind-the-wheel instruction designed to prepare the student to pass the Wisconsin Driver's License Examination. This activity may also be used to reflect those hours a participant attends classes in order to have a Driver's License reinstated.
EC	Child Care for Employment Skills Training (1 Year): Report this component when the W-2 person is receiving up to 2 years of FEP authorized child care to

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	<p>enable the participant to engage in voluntary educational and training activities.</p> <p>This tracking may be reported for W-2 Child Care eligible participants, but must be reported for W-2 participants.</p>
EI	<p>Employer Intervention Services: Report this component when services are directed at the employer, to facilitate the resolution of job retention barriers faced by the participant. These activities could include enhancing communication channels between the employer and participant, employer counseling, suggesting acceptable work-site accommodations, and other on-site interventions with the employer on behalf of the participant. The length of the activity should reflect the time working with the employer. Other components reflecting services to the individual should be used as appropriate.</p> <p>This activity is targeted for W-2 cases receiving case management services only.</p>
EL	<p>ESL (English as a Second Language): A course of study intended to teach English-speaking skills related to reading, writing, speaking, and listening to students whose primary language is not English. ESL prepares a student to advance toward ABE, ASE, Bilingual Vocational Training, occupational training programs, and employment.</p>
EO	<p>Enrollment with Orientation: This activity is automatically entered when enrollment with orientation is reported for an individual by completing WPEN.</p>
ES	<p>Employment Search: Report this activity when the actual hours are related to a job search assignment. Employment Search typically includes most of the following activities: job search skills instruction, placement services, job development, and group or individual guidance of the job search efforts of participants.</p>
GE	<p>GED (General Education Development): Instruction designed to prepare adults for the Tests of General Educational Development (GED). A Certificate of General Educational Development is issued by the Department of Public Instruction upon attainment of satisfactory scores on the GED tests.</p>
HE	<p>HSE (High School Equivalency): Adult educational activities designed to prepare adults to take the tests and courses that lead to a High School Equivalency Diploma (HSED).</p>
JR	<p>Job Retention Services: Report this activity when services are provided directly to the participant to assist him/her in maintaining unsubsidized employment. The types of services that can be provided include:</p> <ol style="list-style-type: none">1. Reviewing workplace demands and employer expectations2. Strategies to help the individual stay employed

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	<p>3. Job specific problem solving 4. Crisis resolution</p> <p>This activity is targeted for W-2 cases receiving case management services only.</p>
JS	<p>Job Skills Training: Report this activity when a participant is engaged in an approved vocational/occupational program of instruction occurring primarily in the classroom. Job Skills Training examples include Certified Nursing Assistant (CNA), welding, hospitality, data entry, and other short-term training programs. The training activity must be specific to the participant's immediate employment goal.</p>
LS	<p>Literacy Skills: A course of study aimed at teaching reading, writing, math, and communication skills necessary to prepare an individual to participate in ABE, ASE, Bilingual Vocational Training, occupational programs, or unsubsidized employment. Instruction may be provided in a formal educational institution, through a literacy council, or through another provider. Progress should be tracked on WPED (e.g., grade equivalent and testing instrument).</p>
MN	<p>Mentor/Coach: Mentoring pairs more skilled or experienced individuals with a newly employed participant to help him/her succeed in the workplace. The agency must maintain ongoing supervision of, and support for, mentors and mentees.</p> <p>This activity is targeted for W-2 cases receiving case management services only or Trial Job participants.</p>
MO	<p>Job Readiness/Motivation: Report this activity when participants are engaged in classes/activities specifically designed to assist him/her to prepare for work by learning general workplace expectations, work behavior, pre-employment/retention skills training, and attitudes necessary to compete successfully in the labor market.</p> <p>A motivational program uses various techniques and approaches to build self-esteem and increase self-confidence. Attendance at scheduled sessions, which last one hour or more in length, is required. A one time, one-hour pep talk is not reported as Job Readiness/Motivation.</p>
NE	<p>Non-required Education & Training: Report this activity when an individual is participating in an educational activity, which is not required by the work program. It assists the case manager in tracking individuals who are voluntarily participating in additional educational activities.</p> <p>Note: These hours do not count toward W-2 participation.</p>
OJ	<p>On-The-Job Training: Report this activity when a participant is in a paid job subsidized by a program other than W-2. This includes, but is not limited to: WIAA, OJT, Division of Vocational Rehabilitation (DVR) Work Experience,</p>

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CODE	DESCRIPTION
	Economic Dislocation and Worker's Adjustment Assistance Act (EDWAA) OJT, Youth Apprenticeship, Adult Apprenticeship, and employment subsidized by Green Thumb, Senior Aides Older Worker Program, the Wisconsin Youth Conservation Corps (YCC), and Volunteers in Service to America (VISTA) workers.
OR	Program Orientation: Report this activity when an individual participates in a set of activities designed to orient the individual to the employment and/or training program. It may be used to indicate that orientation has occurred for an individual currently open (enrolled) in a different work program. Example: An individual is currently open for W-2, then becomes a WtW participant.
PC	Personal Care/Self Care: Report this activity when participants cannot be assigned to other work activities due to restrictions documented by a health care provider, e.g., Physician, AODA or Mental Health Counselor/Provider. Engage in activities that promote a healthier lifestyle and would eventually assist the person in obtaining employment. These activities may include, but are not limited to, motivational reading, exercise at home, smoking cessation, weight loss, short-term hospitalization, or caring for self, including recuperation. This code should not be used for CMC participants.
PL	Parenting/Life Skills: This activity includes participation designed to provide the person with basic skills necessary to be successful in the workforce. This could include: parenting, budgeting, nutrition, household management, interpersonal skills, and decision-making skills, time management, family planning, etc.
PR	Physical Rehabilitation: Report this activity when a health care provider engages the W-2 participant in physical rehabilitation or occupational therapy. Examples include, massage, regulated exercise, or supervised activity with the intent of promoting recovery or rehabilitation. Hours assigned should only be hours that the W-2 participant is actually receiving these services.
RS	Regular School (K-12): Report this activity when the participant is: enrolled in an education program (kindergarten through 12th grade levels), at a public or private school, at a Wisconsin Technical College System (WTCS) school in a program that will include a high school diploma, or through a Department of Public Instruction (DPI) registered home educational program including home based and home school instruction.
SD	SS(D)I Advocacy/Application: Report this activity when the W-2 participant is in the process of obtaining SSI or SSDI. Examples include, meeting with an SSI advocate or attorney, working with FEP on filling out the SSI forms, attending hearings, etc. Report only actual hours.

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CODE	DESCRIPTION
TC	<p>Technical College Activities: Report this activity for CSJ and W-2 T participants enrolled full-time (up to 15 hours per week) in a technical college program and who meets working or other participation requirements as defined in W-2 Policy (Wisconsin Works Manual 8.3.0).</p> <p>Note: Study time does not count towards TC hours.</p>
TJ	<p>Trial Job/Private Employer: Report this activity for a W-2 participant placed in a Trial Job within the Private sector. It is initially reported for a 3-month period. The activity can be updated if the Trial Job Contract is extended. Only one member of a W-2 group may be reported in the activity Trial Job at a time.</p>
TP	<p>Trial Job/Public Employer: Report this activity for a W-2 participant placed in a Trial Job within the Public sector. It is initially reported for a 3-month period. The activity can be updated if the Trial Job Contract is extended. Only one member of a W-2 group may be reported in this activity at a time.</p>
WE	<p>Work Experience: This is a supervised unpaid work activity with either a public or private not-for-profit business or a private-for-profit business or organization. The activity must serve a useful public purpose or be a project whose cost is partially or wholly offset by revenue generated by such projects. The program agency must provide Worker's Compensation liability for the Work Experience job site. The job site must have a work training supervisor.</p>
WF	<p>Working Full-Time: Report this activity when a participant is working in unsubsidized employment 30 or more hours per week (or average of 30 hours per week or more for the month). If the participant works more than one job and the sum of hours worked for all jobs meets 30 or more hours per week (or average of 30 hours per week or more for the month), the Working Full-Time activity is reported.</p>
WP	<p>Working Part-Time: Report this activity when a participant is working in unsubsidized employment less than 30 hours per week (or average of less than 30 hours per week for the month).</p>